SAO Presents:

TeamWorks Travel & Expense
Live Training Webinars

Simply click on the link to register for any of the UPCOMING *Live* TeamWorks Travel and Expense training webinars. You can log into the Webinar from any PC or Laptop that plays sound and is connected to the Internet. Each session include demonstration and a Question and Answer Period.

NOTE: <u>Pre-registration is required</u>. Webinars with NO registrations indicated 1 hour prior to the scheduled start time will be considered cancelled. Webinars with no participants logged on will be closed after 10 minutes.

If you enter your email address incorrectly you will not receive confirmations or follow-ups.

Getting Started: Manage the TTE User Profile

- Tue, Jul 1, 2014 1:30 PM - 3:00 PM EDT
- Tue, Aug 5, 2014 1:30 PM - 3:00 PM EDT
- Tue, Sep 2, 2014 1:30 PM - 3:00 PM EDT
- Tue, Oct 14, 2014 1:30 PM - 3:00 PM EDT

Expense Report Basics	Booking Travel
• Tue, Jul 15, 2014 10:00 AM - 11:30 AM EDT • Tue, Aug 19, 2014 10:00 AM - 11:30 AM EDT • Tue, Sep 16, 2014 10:00 AM - 11:30 AM EDT • Tue, Oct 28, 2014 10:00 AM - 11:30 AM EDT	• Tue, Jul 8, 2014 10:00 AM - 11:30 AM EDT • Tue, Aug 12, 2014 10:00 AM - 11:30 AM EDT • Tue, Sep 9, 2014 10:00 AM - 11:30 AM EDT • Tue, Oct 21, 2014 10:00 AM - 11:30 AM EDT

Approver Basics

- Tue, Jul 1, 2014 10:00 AM - 11:00 AM EDT
- Tue, Aug 5, 2014 10:00 AM - 11:00 AM EDT
- Tue, Sep 2, 2014 10:00 AM - 11:00 AM EDT
- Tue, Oct 14, 2014 10:00 AM - 11:00 AM EDT

Spotlight Training

Cancel Reservations, Add Travel Allowance (Single Day) and Import Smart Expenses
- Tue, Jun 24, 2014 10:00 AM - 11:00 AM EDT

Import Smart Expenses. Allocations and Favorites and Attaching Requests

- Tue, Jul 22, 2014 10:00 AM - 11:00 AM EDT
- Tue, Aug 26, 2014 10:00 AM - 11:00 AM EDT

TBD
- Tue, Sep 23, 2014 10:00 AM - 11:00 AM EDT
- Tue, Oct 28, 2014 1:30 PM - 2:30 PM EDT

Visit the SAO Website or the TTE Training Portal to access 24 x 7 Self-Service Training.